



## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY

The United States District Court for the District of New Jersey presents:

# CJA eVoucher Training

Criminal Justice Act (CJA) panel members and non-panel members with active CJA cases are invited to participate in CJA eVoucher Training. CJA eVoucher has been adopted by the Judiciary as the national CJA payment system. Attorneys will have online access to eVoucher and will be required to use it to enter their time and other claims, as well as submit vouchers and requests for authorization electronically to the Court for review, approval and payment. To assist CJA attorneys with learning the new system, this training will cover updated procedures and policies. The training will be hands on for maximum retention. Attorneys will get their eVoucher user name and password at the training.

Topics will include:

- Overview of eVoucher
- Maintaining Account Profile
- Navigating eVoucher Database
- Creating a New CJA 20/30 Voucher
- Creating a New Request for Authorization for Expert Services
- Creating a New CJA 21 Voucher, and more!

**Training is MANDATORY for CJA Attorneys. Because space is limited, we will accept one registration of Support Staff per Attorney. We will host 22 convenient classes during the months of August through September. Please see below for registration information, locations, and dates to access a session that is convenient for you.**

**To register for this event:**

**Please click here for [Camden](#) Sessions.**

**Please click here for [Newark](#) Sessions.**

**Please click here for [Trenton](#) Sessions.**

<b>Camden</b>	<b>Newark</b>	<b>Trenton</b>
Mitchell H. Cohen Building & U.S. Courthouse	Martin Luther King Building & U.S. Courthouse	Clarkson S. Fisher Building & U.S. Courthouse
<b>PC Training Lab- 1<sup>st</sup> Fl</b> Fourth and Cooper Streets Camden, NJ 08101	<b>Bankruptcy Training Room -2<sup>nd</sup> Fl</b> 50 Walnut Street Newark, NJ 07101	<b>PC Lab -Rm 3039-3<sup>rd</sup> Fl Annex</b> 402 East State Street Trenton, NJ 08608



CJA eVoucher  
Electronic Voucher Management System

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# CJA Attorneys and Support Staff

Dates	Times	Locations
Tuesday, 8/25	9:00 AM – 12:00 PM OR 1:00 PM – 4:00 PM	Camden
Wednesday, 8/26	9:00 AM – 12:00 PM OR 1:00 PM – 4:00 PM	Trenton
Thursday, 8/27	9:00 AM – 12:00 PM OR 1:00 PM – 4:00 PM	Newark
Friday, 9/11	9:00 AM – 12:00 PM OR 1:00 PM – 4:00 PM	Trenton
Tuesday, 9/15	9:00 AM – 12:00 PM OR 1:00 PM – 4:00 PM	Camden
Wednesday, 9/16	9:00 AM – 12:00 PM OR 1:00 PM – 4:00 PM	Newark
Thursday, 9/17	9:00 AM – 12:00 PM OR 1:00 PM – 4:00 PM	Newark
Tuesday, 9/22	9:00 AM – 12:00 PM OR 1:00 PM – 4:00 PM	Camden
Wednesday, 9/23	9:00 AM – 12:00 PM OR 1:00 PM – 4:00 PM	Newark
Thursday, 9/24	9:00 AM – 12:00 PM OR 1:00 PM – 4:00 PM	Newark
Tuesday, 9/29	9:00 AM – 12:00 PM OR 1:00 PM – 4:00 PM	Camden